Rave Reviews

"I found MinnesotaWorks.net very helpful because the categories are set up to help me find an interesting job that best uses my experience. I wouldn't hesitate to use it again— it's tremendous!"

— Stephen S.

"The resume matching tool worked very well for me and I would definitely use MinnesotaWorks.net again."

— Linda K.

Minnesota works.net

MinnesotaWorks.net
is a service of the
**Minnesota Department of Employment
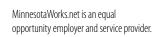and Economic Development**

Minnesota
Department of Employment and Economic Development

First National Bank Building, 332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Website: mn.gov/deed
Phone: 1-800-345-2537 or 651-259-7500

Minnesota works.net™

*Your **NO-FEE** online job bank . . .*
for finding jobs in Minnesota

Job Seekers Guide

Looking for a Job?

How-to Guide

- ▶ Build, post or upload your resume
- ▶ Create up to five unique resumes
- ▶ Easy to use and available 24/7
- ▶ Search verified job openings statewide
- ▶ Perform advanced job searches
- ▶ Use updated technology to match your resume to job openings
- ▶ Receive e-mail notification of new jobs

Registering to Access Job Openings

- ▶ Select "Job Seeker" registration button to enter your information.
- ▶ Review and accept Terms of Use. All asterisked fields are required to complete registration process.
- ▶ Create a username and password to logon and access your account.
- ▶ Usernames must have a minimum of six characters and ARE NOT case sensitive. Passwords are six to 12 characters and ARE case sensitive.

Entering a Resume

- ▶ Logon to your account. Select "Resumes" link from left navigation menu to create, upload or copy and paste your resume.
- ▶ Select radio button next to "Create a Resume" and select "Next."
- ▶ Complete all required sections.
- ▶ Select radio button to "Paste from another Application" and select "Next" to copy and paste existing text from another resume.
- ▶ Select radio button to "Upload" and select "Next." Click on "Browse," select your file name and open. Review all resume sections to ensure it uploaded correctly.

Matching Your Resume to Jobs

- ▶ Go to "Search for Jobs" on the left navigation bar.
- ▶ Select resume from the drop down menu. Click the "Search" button.
- ▶ The list of jobs you'll see represents the best match for your resume ranked by a 5-star rating system. Save the search by selecting it at the bottom of the page. If you like a specific job, check "Best Picks" for later review.

Search Techniques

- ▶ Use specific and unique terms or keywords. They will provide the best results.
- ▶ If you want results using one term or another, separate terms with the word "or."
- ▶ If you want results using all the terms, connect the terms with the word "and" or group terms together with quotation marks.
- ▶ Use an asterisk at the end of a series of letters to find results with those letters and anything else following them.

Print / Save Your Resume

- ▶ Choose a resume to Print/Save in either PDF or Word document format. Select button in the format you wish to use then select "print" or "save."

www.MinnesotaWorks.net